

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND**

NONAPPROPRIATED FUND POSITION ANNOUNCEMENT

NAF VACANCY ANNOUNCEMENT #OC04-03

OPEN: 18 FEBURARY 2003

NO CLOSING DATE

**POSITION TITLE, SERIES, GRADE & PAY: CHILD & YOUTH PROGRAM
ASSISTANT, CC-1702-01/02, Salary Range \$9.24 to \$14.71 per hour**

NOTE: This is a developmental position. Selected candidates may be non-competitively promoted to the next level based upon satisfactory performance and meeting the qualification requirements. Full performance level is Target Level 4.

**LOCATION: Morale Welfare Recreation Fund, Child & Youth Services Division
(Aberdeen Area and Edgewood Area), Aberdeen Proving Ground, Maryland**

TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time the position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a Flexible or Limited Tenure appointment to a Regular Full-time or Regular Part-time may be made non-competitively. Benefits such as annual leave, sick leave, paid holidays, retirement, 401k, medical and life insurance may be elected only by Regular employees. Flexible employees are not eligible for benefits. In the event a flexible employee is converted to regular, benefits will be offered at that time.

AREA OF CONSIDERATION: Open to all interested candidates. Concurrent recruitment from all sources may result in this announcement not being used for a specific vacancy.

BRIEF DESCRIPTION OF DUTIES:

CC-01 ENTRY LEVEL 2: This is a developmental position designed to provide training, knowledge, experience, and skills for advancing to the next higher-grade position. Maintains control of and accounts for the whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Help establish an environment, which promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate the daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents and the Command. Supervises children and youth during daily schedule of indoor and outdoor

NAF VACANCY ANNOUNCEMENT #OC04-03 (CONTINUED)

BRIEF DESCRIPTION OF DUTIES (CONTINUED):

CC-01 ENTRY LEVEL 2 (DUTIES CONTINUED): activities, on field trips, outings and special events. Promotes and role models safety, fitness, health and nutrition practices. Helps arrange for appropriate snacks and meals when applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instruction. Assists in maintaining program participation data and completing required daily reports. Provides care, oversight and accountability for program participants in compliance with Department of Defense (DOD), Army and local policies, guidelines and standards.

CC-01 SKILL LEVEL 3: In addition to the duties for Entry Level 2, Demonstrates, instructs and leads program activities. Reviews and implements daily schedules and activity plans to ensure age/stage appropriateness. Sets up displays and bulletin boards. Inventories equipment on recurring basis and recommends replenishing damaged, missing or depleted supplies. Assists children and youth with special projects and homework. Participates in conferences with parents and staff. Collects, maintains and reports program participation data. Secures supplies, equipment and facilities. Participates in evaluating the overall program. Provides care, oversight and accountability for program participants in compliance with DOD, Army and local policies, guidelines and standards.

CC-02 TARGET LEVEL 4: In addition to the duties for Skill Level 3, Reviews and implements schedules and activity plans; briefs other employees and parents. Demonstrates, instructs, leads and facilitates planned and spontaneous activities. Interacts with children and youth using approved child guidance and youth development techniques. Explains program guidance, procedures, policies and directives to entry and skill level staff. Provides care, oversight and accountability for program participants in compliance with DOD, Army and local policies, guidelines and standards.

QUALIFICATION REQUIREMENTS: YOU MUST INDICATE IF YOU HAVE A HIGH SCHOOL DIPLOMA OR GED AND THAT YOU ARE 18 YEARS OLD OR OLDER ON YOUR APPLICATION AND/OR RESUME IN ORDER TO BE CONSIDERED ELIGIBLE

CC-01 ENTRY LEVEL 2: Applicant must possess a High School Diploma or GED Equivalent, be at least 18 years of age, and have the ability to communicate in English. **Physical Requirements:** Must possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Possess and maintain health and freedom from communicable disease.

NAF VACANCY ANNOUNCEMENT #OC04-03 (CONTINUED)

CC-01 SKILL LEVEL 3: Meet ENTRY LEVEL 2, plus 6 months experience working in a group program with children and youth. Possess Army Entry Level Training Certificate (Air Force/Navy equivalent) or at least 9 semester hours college credit in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related behavioral sciences.

QUALIFICATION REQUIREMENTS (CONTINUED):

CC-02 TARGET LEVEL 4: Meet SKILL LEVEL 3, plus 18 months experience working in a group program with children and youth. Possess Army Foundation Level Training Certificate (Air Force/Navy equivalent) or at least 15 semester hours college credit in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related behavioral sciences.

CONDITIONS OF EMPLOYMENT:

- 1. Direct Deposit:** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
 - 2. You must present your Social Security Card when processed-in at the time of appointment.**
 - 3. You must complete DA Form 3433-1 (Supplemental Application Form) when selected.**
 - 4. All required background checks in accordance with AR 215-3 and the Crime Control Act must be successfully completed and maintained, including National Agency Check (NAC). Unfavorable adjudicated background checks will be grounds for removal.**
 - 5. You must have satisfactory performance and completion of training as required for each level or you may be reassigned at management's discretion or separated. Note. Once promoted to the full performance level of CC-02 Target Level 4 you must continue to have successful completion of 24 hours on-going and annual training as prescribed.**
 - 6. Health assessment is required.**
- Failure to satisfactorily meet these requirements may result in separation.**

HOW TO APPLY:

- 1. Submit completed DA Form 3433 (NAF Application) or resume. You must indicate the vacancy announcement number in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.**
- 2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).**
- 3. Submit completed DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions).**
- 4. Transcripts (if applicable). College courses will not be credited without transcripts towards meeting the eligibility requirements for Skill Level 3 and Target Level 4.**

NAF VACANCY ANNOUNCEMENT #04-03 (CONTINUED)

- 5. All applicants must complete a DA Form 3433-1 (Supplemental Application Form) as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.**
- 6. If PRIOR MILITARY, to receive Veteran's Preference a copy of your DD214 must be attached which shows nature of discharge (copy number 4).**
- 7. To receive SPOUSE EMPLOYMENT PREFERENCE, you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.**
- 8. You must clearly reflect on your application/resume how you meet the qualification requirements. Failure to provide the required length of experience or skills will result in your being rated ineligible and you will not be referred for job consideration. It is recommended you review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.**
- 9. Your application/resume will be considered for this specific open continuous vacancy announcement only. This Open Continuous Announcement may be used to refer qualified applicants for referral each time a new request for referral is received. Your application will remain on file for one year from the date of receipt by the Nonappropriated Funds Civilian Personnel Office provided you are interested and available for employment. If you are contacted and you fail to reply or decline, your application is permanently removed from our files for further consideration for future vacancies. You may reapply in the event you become available at a later date. If you desire consideration for other vacancy announcements, you must submit another application following the requirements that pertain to that announcement.**

WHERE TO APPLY: Applications may be submitted to the Nonappropriated Funds Civilian Personnel Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: NAF@usag.apg.army.mil. Telephone: 410-278-5126. Fax 410-278-0684 Note -If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

EQUAL OPPORTUNITY: Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

NAF VACANCY ANNOUNCEMENT #04-03 (CONTINUED)

STATEMENT OF WHISTLEBLOWER PROTECTION: Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

PLEASE POST ON EMPLOYEE BULLETIN BOARD